



COUNTY OF SAN DIEGO

Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

UNCLASSIFIED

DEPUTY DIRECTOR, MENTAL HEALTH SERVICES

Class No. 002213

■ CLASSIFICATION PURPOSE

Under administrative direction, to plan, direct, organize, and evaluate the activities of the Adult & Older Adult Mental Health division of the Health and Human Services Agency; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

This is an executive management class allocated only to the Health and Human Services Agency (HHS), Mental Health Services. The incumbent reports to the Director, Health and Human Services Agency, and is responsible for managing the overall activities of an assigned Mental Health Services division that provides prevention and treatment services for mental health clients.

■ FUNCTIONS

The examples of functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Plans, directs, organizes, coordinates, and evaluates the overall activities and programs of an assigned Mental Health Services division that provides prevention and treatment services for mental health clients.
2. Directs the development and implementation of County-wide policies and procedures relating to Adult & Older Adult mental health services.
3. Supervises and evaluates the work of program managers, clinicians, and administrative and support staff.
4. Implements and manages Adult & Older Adult Mental Health initiatives.
5. Directs the development, implementation, and evaluation of divisional plans and programs, and recommends appropriate changes.
6. Reviews reports and ensures compliance with Federal, State, and local mental health regulations, laws, and codes.
7. Directs the development of the division's annual budget and monitors revenue and expenditures; conducts fiscal analysis and prepares cost projections.
8. Identifies operational problems and formulates appropriate solutions.
9. Prepares executive-level reports and correspondence.
10. Makes presentations to the Board of Supervisors and other legislative authorities.
11. Represents the County at meetings or conferences with representatives of other public and private agencies, organizations, or councils; coordinates appropriate activities with the State, County departments, the public, and agency representatives on the division's activities.
12. Performs special studies and projects as assigned by the Director, HHS.

■ KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Federal, State, and local health laws, regulations, and codes related to mental health programs and services.
- System of services necessary to implement and provide mental health care.
- Policy/procedure development and implementation related to mental health services programs that prevent and treat mental illness.
- Principles and theories of management including general administration, human resource management, fiscal management, and accounting.
- Principles and practices of supervision and training.
- The General Management System in principle and in practice.
- County customer service objectives and strategies.

Skills and Abilities to:

- Implement and manage mental health initiatives and programs designed to serve adults, older adults, and children.
- Plan, organize, direct, and evaluate the overall activities of a Mental Health Services division providing a variety of mental health treatment and prevention services.
- Coordinate division services with other Agency divisions, County departments, and outside public/private agencies.
- Ensure that the division's activities conform to Federal, State, and local laws and regulations.
- Identify and resolve departmental operational problems.
- Prepare the division's annual budget and monitor revenues and expenditures.
- Establish relationships with potential funding sources to increase revenues and reconcile funding inequities.
- Prepare executive-level correspondence and reports.
- Supervise, train, and evaluate the work of subordinate staff.
- Prepare and give public presentations on the division's activities, functions, and issues.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.
- Establish effective working relationships with management, employees, representatives of the media, representatives of outside agencies such as state and federal government and industry, and members of the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others and reading and writing.
- Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capacities

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

Licenses

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Possession of one or more of the following current licenses issued by the State of California is desirable at the time of appointment:

- Licensed Clinical Social Worker
- Marriage and Family Therapist
- Clinical Psychologist
- Medical Practice (MD)
- Registered Nurse

Certification/Registration

All applicants using a LCSW or Clinical Psychologist license to qualify for this position are required to have a National Provider Identification Number (NPI) at the time of employment, or proof of application must be provided within sixty (60) days of beginning employment. Incumbents are required to maintain the NPI throughout employment in this class.

Working Conditions

Work takes place primarily in an office environment. The incumbent is exposed to computer screens on a continuous basis. Travel is required to locations within and outside of the County on an occasional basis.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority (Charter of the County of San Diego Section 909.2).

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